



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PRINCIPAL LEGISLATIVE COORDINATOR

Class No. 002309

■ CLASSIFICATION PURPOSE

To coordinate the legislative analysis activities of County agencies and departments; to assist in development of the annual County Legislative Program; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position class in the Office of Strategy and Intergovernmental Affairs and is unique in its responsibility for the County's overall legislative program. It differs from classes in the administrative series by its intergovernmental role and the requisites of legislative analysis and program management on a County-wide level.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Assists in development of the County's annual legislative program for state and federal legislation.
2. Coordinates the legislative analysis activities of County agencies.
3. Develops and presents legislative policies for inclusion in the Board of Supervisors Policy manual.
4. Analyzes major legislation and intergovernmental issues.
5. Presents oral and written reports and recommendations.
6. Consults with County officials and legislative representatives and advocates regarding legislation and strategies for dealing with major intergovernmental issues.
7. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Legislative processes and political dynamics of local, State and Federal government.
- Legislative analysis.
- Principles of inquiry and research methods.
- San Diego County government operations and its fiscal, legal and programmatic relationships with other governmental entities.
- Principles of management-by-objective systems, management theory and practices, management analysis and organizational development.
- County customer service objectives and strategies.

Skills and Abilities to:

- Understand and interpret proposed legislation.
- Advise on the implementation of legislation.
- Coordinate legislative analysis activities, including liaison with other County agencies and departments.
- Prepare and present agendas and recommendations.
- Formulate policy, develop and design program objectives.
- Make presentations and reports.

- Identify informational resources both within and outside the County at the local, State and Federal level so as to enhance the County's advocacy programs.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management and departmental legislative analysts representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: college level study of political science and public administration and at least five (5) years of administrative experience in local government.

Note: In order to be qualifying, experience must have included substantial legislative analysis, including writing reports and recommendations on proposed legislation and its impact. Additional experience as a legislative aid or advocate is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: June 1, 1978
Revised: April 20, 2004

Principal Legislative Coordinator (Class No. 002309)

Union Code: MA

Variable Entry: Y